



**U.S. Small Business Administration Pittsburgh District Office Seeks  
Nominations for Western Pennsylvania Small Business Awards**

**Please note that the Pittsburgh District Office has extended the nomination  
submission deadline to November 14, 2005.**

**Please take the time to recognize outstanding small business owners who  
will be considered for State, Regional and National honors during  
ceremonies in May 2006. What an honor this would be for us to have  
national winners in one or more categories.**

**The same goes for Champion award nominees who are strong supporters  
and advocates for small businesses.**

**Let's show them we have the best and we appreciate their efforts.**

**Nominations are welcome from the general public, chambers of commerce,  
small business owners, economic development organizations, banks,  
accountants, consultants, media, faith-based organizations, government  
agencies and other interested parties.**

**Please review the guidelines on qualifications and package submission by  
following the links below.**

**SBA Nominations Guidelines for Small Business Week 2006**

National Small Business Week honors America's entrepreneurs -- the men and women who start and grow the small businesses that drive our nation's economy. As part of the celebration, the U.S. Small Business Administration and its partners recognize small business owners and advocates from across the country. The Nominations Guidelines for Celebrating Small Business Week provide the information you need to nominate individuals or businesses for special awards.

[Nominations Guidelines](#)

[SBA Form 912 \(Statement of Personal History\)](#)

[SBA Form 2137 \(Consent for Disclosure\)](#)

## **U.S. Small Business Administration Awards Program Nomination Categories for Recognition as Listed Below**

- \_\_\_\_\_ Small Business Person of the Year
- \_\_\_\_\_ Small Business Exporter of the Year
- \_\_\_\_\_ SBA Young Entrepreneur of the Year
- \_\_\_\_\_ Family-Owned Business of the Year
- \_\_\_\_\_ Women-Owned Business

### **Champion Awards (Advocates of Small Businesses)**

- \_\_\_\_\_ Financial Services Champion
- \_\_\_\_\_ Minority Small Business Champion
- \_\_\_\_\_ Veteran Small Business Champion
- \_\_\_\_\_ Home-Based Business Champion
- \_\_\_\_\_ Small Business Journalist Champion
- \_\_\_\_\_ Women in Business Champion

See detailed description of each category on  
<http://www.sba.gov/nominationsguideline.html>.

Nomination packages must include:

1. Name of Award Category from list above
2. Name, address, telephone numbers of candidate and nominator.
3. SBA Form 912 – Statement of Personal History
4. 8" x 10" or 5" x 7" picture of the nominee
5. Biography of the nominee
6. Business profile – History of business, type of business, number of employees, success of business, obstacles encountered and how they were overcome, community involvement, innovations or uniqueness of business (not needed for champion award categories)
7. Financial Statements – past three years Balance Sheets and Profit & Loss signed by Owner (not required for champion award nominees)
8. SBA Form 2137 – Consent Form
9. Any other material of support deemed necessary by nominator

Nominations must be typed, single-sided on 8½" x 11" white stationery, collated in a binder. Incomplete nomination packages will not be considered.

The due date for all nominations is Monday, November 14, 2005 and should be forwarded to:

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